

81-71M



Georgia Department of Education  
Office of Administrative Services  
Twin Towers East  
Atlanta, Georgia 30334

1986 JUN 25 PM 2:50

Werner Rogers  
State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr.  
Associate State Superintendent

M E M O R A N D U M

TO: Arvil Ensley  
Budget and Accounting Officer  
Board of Postsecondary Vocational Education

FROM: Vickie Oakes<sup>Y.O.</sup>  
Records Management Officer  
Department of Education

SUBJECT: Transfer of Records Retention Schedules from the Department of Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

76-191	81-109	81-181
76-192	81-110	81-182
81-7	81-176	81-183
81-8	81-177	81-185
81-51	81-178	81-192
81-71	81-179A	81-226
81-108	81-180A	

Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section, State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

1. 76-RM-1 - "Scheduling Procedures"
2. 82-RM-2 - "Finance and Fiscal Files Supplement"
3. 82-RM-4 - "Statewide Commons Supplement"
4. 79-RM-1 - "State Records Services Handbook"



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Vocational Instruction Special Needs Program Atlanta, Georgia	Application Number <b>81-71</b>	
Application Number		Date Received <b>1-16-81</b>	Date Completed <b>JAN 30 1981</b>
2. Person to Contact Raymond C. Martin		Working Title Assistant Supervisor	Telephone Number 656-2516
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1977      to date		5. Records Series Title (followed by title used in office, if different) Postsecondary Special Needs Consultant Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Division of Vocational Instruction is responsible for developing policy relating to vocational instruction at the secondary and postsecondary level; participating in the development of the State Plan for Vocational Education; developing vocational education program standards relating to instructional areas; providing consultative services to local school systems involving all phases of the instructional process; participating on evaluation of local school systems' vocational programs; reviewing architectural plans for local school systems' vocational facilities; reviewing request from local systems for the purchase of equipment; reviewing vocational education instructional materials; reviewing preservice and in-service training programs; and supervising vocational student organizations at the state level.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to:      coordinating the postsecondary vocational Special Needs program and consulting with area vocational technical schools in programmatic areas.  Included are:      grant applications; project proposals; statement of assurances; budget data; meetings information; copies of minutes; conference data; copies of annual reports; personnel directories; equipment lists; travel information; copies of rules and regulations; copies of policies and procedures; award information copies of local and state plans and objectives; training and workshop information; and related correspondence.  File is arranged:      chronologically by fiscal year, randomly by subject.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? <u>some is correspondence, planning, etc.</u>
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation,
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Division of Program Management and Area Technical Schools</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>3</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>1/16/81</u>	<i>Walker L. Baumgardner</i>	<u>1-16-81</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	<u>1-27-81</u>
State Auditor/Designee		<i>[Signature]</i>	<u>1-27-81</u>
Secretary of State/Designee		<i>[Signature]</i>	<u>1-29-81</u>
Attorney General/Designee		<i>[Signature]</i>	<u>1-29-81</u>